

PRE-DISCIPLINARY MEETING (R&R)

BEGIN RECORDING

1. I am _____ assigned to _____.
2. Today's date is _____ and it is approximately _____ hours.
3. We are at _____ in the _____.
4. Present is _____ and their representative/attorney (*or*, who has chosen not to have a representative with them) _____.
5. Are you aware I am recording this meeting?
6. The purpose of this meeting is to discuss Internal Affairs Case # _____. This is a pre-disciplinary meeting and is your opportunity to offer any mitigating factors related to the investigation that you feel might impact the recommendation for discipline. Do you understand?
7. Prior to this meeting, did you have the opportunity to review the completed Internal Affairs investigation?
8. Do you have anything you wish to discuss regarding the investigation or provide any mitigating factors?
9. **(After statement)** Is there anything else you would like to add?
10. **Retaliation & Disclosure Order:**
I have no further questions. As an agent for the Sheriff, I am ordering you to refrain from doing anything that may be construed as retaliation against the complainant or any witness involved in this investigation. Retaliation is prohibited by State and Federal law. Also, do not disclose anything we discussed during this interview or anything regarding this investigation with anyone other than your employee representative or legal counsel.
11. We will go ahead and close this meeting at approximately _____ hours.

END RECORDING